





**GOVERNMENT OF THE DISTRICT OF COLUMBIA BOARD OF ETHICS AND  
GOVERNMENT ACCOUNTABILITY**







Office of Government Ethics

**Confidential Filer Designation Worksheet**

This job aid is designed to assist ethics officials in determining whether an employee should file a Confidential Financial Disclosure Statement. If you have questions about the criteria listed below, contact the Office of Government Ethics at [bega-fds@dc.gov](mailto:bega-fds@dc.gov).

<b>Section I: Annual Salary</b>		
<p>Did the employee earn a salary less than Excepted Service 9, not including any overtime, in the previous calendar year?</p>	<p>Yes</p> <p>Continue.</p> 	<p>No</p>  <p>Stop. If the filer did not earn a salary less than Excepted Service 9, they should not be considered a Confidential Filer.</p>
<b>Section II: Type of Work Done by Employee</b>		
<p>Does the employee’s work involve at least one of the following:</p> <ul style="list-style-type: none"> <li>• contracting or procurement;</li> <li>• administering, awarding, monitoring, or making determinations regarding grants, subsidies, or licenses;</li> <li>• developing policies;</li> <li>• regulating, auditing, or inspecting entities; or</li> <li>• land use planning</li> </ul>	<p>Yes</p> <p>Skip remainder of this section and continue to Section III.</p> 	<p>No</p>  <p>Pause. If the filer did not work in any of these areas, they may still be subject to designation as a Confidential Filer. Move on to the next question.</p>
<p>In the previous calendar year, did the employee act in areas of responsibility that could create a conflict of interest or the appearance of a conflict of interest?</p>	<p>Yes</p> <p>Continue.</p>	<p>No</p>

<p>Examples include:</p> <ul style="list-style-type: none"> <li>• investigating or prosecuting violations of criminal or civil law;</li> <li>• scientific or social science research, when the research will have a direct and substantial effect on the financial interests of non-government entities</li> <li>• distribution or assignment of resources including employment, work assignments or promotions, housing etc.</li> </ul>		 <p>If you responded 'No' to the previous question and 'No' to this question, the filer should not be designated as a Confidential Filer.</p>
<p>Does the employee:</p> <ul style="list-style-type: none"> <li>• only provide information?</li> <li>• only work on administrative or peripheral matters?</li> </ul>	<p><b>Yes</b></p> <p>If you answered 'Yes' the filer may not "substantially participate" in the identified work areas and therefore may not be a Confidential Filer.</p>	<p><b>No</b></p> <p>Continue.</p> 
<p><b>Section III: Employee's Level of Responsibility</b></p>		
<p>Does the employee:</p> <p>engage in the work activity identified in Section II by exercising significant judgment in performing any of the following job functions?</p> <ul style="list-style-type: none"> <li>• making decisions;</li> <li>• approving or disapproving;</li> <li>• making recommendations;</li> <li>• conducting investigations;</li> <li>• rendering advice or opinions.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• actively supervise a subordinate's performance of any of the above-listed job functions?</li> </ul>	<p><b>Yes</b></p> <p>If you answered 'Yes' the filer should most likely be designated as a Confidential Filer.</p>	<p><b>No</b></p> <p>Continue.</p> 
<p>Does the employee receive substantial supervisory review?</p>	<p><b>Yes</b></p> <p>If you answered 'Yes' the filer may not have enough autonomy to make decisions in the identified areas.</p>	<p><b>No</b></p> <p>If you answered 'No' the filer may be designated as a Confidential Filer.</p>